

Paralegal

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Company: Parker Connect

Location: Dubai

Category: healthcare-practitioners-and-technical

Paralegal

The role will include, but is not limited to, the following:

- Liaising and assisting with setting up companies;
- Performing record searches with government authorities;
- Review legislation and case precedents;
- General research;
- Liaising with and providing instructions to PROs and/or any other concerned personnel;
- Prepare and draft legal documents, such as application forms, terms of business, memorandum and articles of association, board and shareholder resolutions and powers of attorney;
- Prepare clients correspondence in the form of letters and emails
- Work under the supervision of associates and partners;
- Any other tasks as & when assigned by the management.

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